

4-13 Addenda

Addenda are issued at the advertising agency's discretion to effect changes in contract documents during a project's advertisement period for construction. Advertising agencies should consider issuing addenda to add or remove significant work, to correct significant errors and omissions, and to resolve conflicts in the contract documents. Whether a project is advertised by Caltrans or by other agencies, structure related addenda must be reviewed and approved by the OSFP Liaison Engineer prior to being issued.

Addenda for Caltrans Advertised Projects

For Caltrans advertised projects, the District makes the final decision on whether to issue an addendum. However, when structures are involved, the Division of Engineering Services (DES) provides input into the decision through the Office of Specifications and Estimates (OSE), the focal point in DES for preparing structure portions of addenda.

When a change warrants an addendum related to structure work, OSE coordinates with the District, the structure designer and other applicable functional units to assemble and integrate the revised plan details, quantities, and specifications into a structures addendum package. OSE transmits the package to the District who processes the structure amendments with their own and submits the combined package to the Division of Office Engineer (DOE). DOE issues the final addendum to prospective bidders and distributes copies of the addendum to the appropriate Caltrans units.

The Caltrans addendum process is further described in the Caltrans *Plans, Specifications, and Estimate Guide*.

For projects that are consultant designed (and Caltrans advertised), the addendum process is the same as above except that OSE coordinates with the OSFP Liaison Engineer who then provides the necessary consultant coordination and oversight to procure the needed details, quantities, specifications, and approvals to support the addendum.

The Liaison Engineer is the point of contact for consultants and others who discover an issue or conflict that involve consultant designed structures. When issues and conflicts are discovered, the Liaison Engineer must be notified immediately to expedite the preparation of an addendum if one is warranted.

Addenda for Projects Advertised by Others

For projects advertised by others, the sponsoring agencies determine whether to issue addenda and must coordinate with consultants as necessary to obtain the required plan, specification, and estimate amendments. The sponsoring agencies or consultants must then coordinate with the Liaison Engineer to obtain review and approval of the addenda.

When the sponsoring agency considers issuing addenda that could potentially impact structures, the Liaison Engineer must be notified immediately to discuss the submittals and reviews required as well as the coordination and timeframes involved. Required submittals may consist of plans, specifications, estimates, and necessary supporting documents like design and check calculations, reports, and quantities.

It is the Liaison Engineers' goal to team with the consultant and sponsoring agency to complete the addenda process as expeditiously as possible.

There are instances where Caltrans will require the local agency to issue an addendum to incorporate changes into the contract documents as a condition of oversight approval. In these cases, the local agency must prepare an addendum unless a mutually agreed alternative is found.

Deliverables

Item¹

Plan Details

Full Sized Plan Details²

Plan Details (electronic)³

Design Calculations

Check Calculations

Quantities³

Check Quantities³

Cost Estimates³

Special Provisions

Addenda Memorandum²

Addenda²

¹ The exact number of copies will be determined by the Liaison Engineer

² Required only for contracts advertised by others.

³ Required only for contracts advertised by Caltrans.